

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Award of Contract – Yearbook Services

ITEM NO: 3G

PREPARED BY: Mr. Charles Woodruff, II
Assistant Superintendent
of Financial Services

MEETING: May 11, 2004

ACTION DATE: May 11, 2004

Jean Sakai
Assistant Director of Accounting

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board award contracts for yearbook services to Herff Jones of Falls Church, Virginia, for the 2004-2005 school year.

KEY POINTS:

Two vendors responded to Proposal Number 302044 for yearbook services. The evaluation committee, comprised of middle and high school principals and middle and high school yearbook advisors, found Herff Jones to be the most responsive and responsible vendor.

SCHOOL BOARD GOAL: Not applicable.

FUNDING SOURCE: Not applicable.

AUTHORIZATION REFERENCE: Policy 4-29